

## Licensure – *Frequently Asked Questions* Undergraduate/MAT

### Categories Quick Links

[Requirements for Licensure](#)

[Applying for Licensure](#)

[Fees](#)

[Fingerprints](#)

[Background Check](#)

[Licensure Packet](#)

[Required Exams](#)

[Final Steps](#)

[Add-On Licensure](#)

[Out of State Licensure](#)

### ***What is required to be initially licensed in South Carolina?***

A completed SC teacher application, a copy of your social security card, a check for \$105.00, fingerprints, college transcripts (for MAT students, this includes official undergraduate transcripts), passing PRAXIS II scores, and a recommendation from Winthrop University.

### ***How do I apply for licensure?***

Online through the SC State Department of Education (typically done your junior year). You will receive an [email notification](#) about the process, deadlines, etc.

### ***What fees are included with licensure?***

The SC State Department of Education requires a non-refundable check or money order for \$105.00 payable to the SC State Department of Education or a credit card. Additionally, there is a separate fingerprinting charge of \$53.25 (check or money order) payable to Integrated Biometric Technology (IBT).

### ***Where do I get my fingerprints done?***

Fingerprints must be processed through Integrated Biometric Technology (IBT). Please visit [here](#) or call 1-866-254-2366 to schedule an appointment.

### ***Do my fingerprints expire?***

Yes. Your fingerprints will expire after 18 months from the time they were cleared. The date your fingerprints were cleared is located on your licensure status as the FBI/SLED report. Please visit [here](#) to check this date.

### ***What do I do if my fingerprints expire?***

You must schedule another appointment with Integrated Biometric Technology (IBT) to get another set of fingerprints done. You will be charged \$53.25 payable to IBT.

### ***How long does it take to process my background check?***

Please allow approximately 2 weeks to process your background check.

### ***What if there is a problem with my background check?***

If there is a problem with your background check, the SC State Department of Education will notify you.

### ***What exams are required for SC initial licensure?***

You must pass the required portions of the PRAXIS II Specialty Area examinations. Please visit [here](#) for

your required exams. Please visit <http://www.ets.org> for information including fees, dates, and registration materials, or pick up a PRAXIS bulletin from Student Academic Services, 144 Withers.

**\*Note:** For Winthrop students who have completed Internship II after December 2017, the Principles of Learning and Teaching (PLT) exam is no longer required. If you are unsure of whether you are required to take the PLT, please contact Student Academic Services at 803-323-4750.

***Who sends my PRAXIS II scores to the SC State Department of Education?***

It is your responsibility that the SC State Department receives your passing scores. If you take the exams in SC, they are automatically sent to the SC State Department of Education. However, if you take the exams outside of SC, you must choose the SC State Department of Education as a recipient (**Code: 8108**).

***Now that I'm graduating, what other paperwork is involved to receive my initial license?***

Upon completion of your internship II, the Certification Specialist (Ms. Suzy Baldwin) will email you with instructions to complete licensure, which include the SC recommendation and transcript request (MAT students – official undergraduate transcripts).

***When should I expect my initial license?***

Once you have successfully completed all the requirements for licensure, including completion of internship II, Winthrop will send your paperwork (including your transcript and recommendation form) to the SC State Department of Education. Please allow at least 2 to 4 weeks for the SC State Department of Education to mail your initial license. You can check your licensure status at any time by logging on the SC State Department of Education [here](#) or by calling 803-896-0325.

***Who do I contact if I have questions about the licensure process?***

Please call or visit Suzy Baldwin in Student Academic Services (144 Withers, 803-323-4738).

***What do I do if I want to add an area to my initial license?***

Once you earn your initial license, you can apply to add on different levels and/or subjects. Adding areas to your initial license is handled through the SC State Department of Education. Please visit [here](#) for general information about add-on licensure.

***What if I want to apply for licensure in another state?***

It is your responsibility to contact the Education department of the state in which you are applying for licensure, and you must meet all of their certification requirements. Typically, most states require a completed Verification by Institution Form. This form must be completed by Student Academic Services. (Example: for North Carolina, [Form V](#)) **Please allow 3 to 5 business days to process these forms.**